

CCA Project Lead Expectations

- Promote Project participation to potential CCA volunteers
- Coordinate volunteer activity with Project organization and others as needed
- Maintain email distribution list of current CCA and Cargill volunteers
- Communicate with CCA and Cargill volunteers, as necessary, to confirm their participation or remind them of their participation
- Educate/train volunteers, if not educated/trained by organization
- Track CCA volunteer participation and regularly report CCA volunteer hours in accordance with an approved CCA process.
 - Ideally, volunteer hours would be submitted monthly but, at a minimum, they need to be submitted 3 times per year:
 - not later than May 15 (so we can provide end of FY volunteer information to Cargill)
 - not later than September 15 (so we have numbers for turkey certificates)
 - not later than December 15 (so we can provide end of CY volunteer information to Cargill)
 - When calculating volunteer hours, Project leads should add reasonable transit time (to and from the volunteer location), it being understood that not all volunteers will have the same transit time.
- Maintain updated Organizational Profile and “Contacts, Procedures, Volunteers and Backup” document for your Project
- Author articles or provide other information, as needed, about the Project for CCA Board and CCA newsletter
- If needed, help CCA Board identify successor Project Lead
- When appropriate, recommend Project continuance, modification or shut down